



Tony Evers, Governor
Dawn Crim, Secretary

January 13, 2021

Lorelei Wink, Clerk
Town of Emerald, St. Croix County
2432 County Road G
Emerald, WI 54013
townofemeraldclerk@gmail.com

VIA EMAIL

Re: Town of Emerald, St. Croix County Jurisdiction Request for Commercial Building Inspections

Dear Lorelei Wink,

The Wisconsin Department of Safety and Professional Services sent Henry Hurtgen a letter dated May 22, 2020 delegating your municipality commercial building plan review and inspection services. It has come to our attention that the letter did not correctly state your delegated responsibilities. Please note that the delegation authority granted in this letter supersedes previous correspondence.

Per Wis. Stat. § 101.12(3)(g), I delegate your municipality the primary responsibility to do inspections of all size buildings in lieu of the Department. Plan review for all commercial building projects will continue to be the Department's responsibility.

As a condition of the delegation, you are required to comply with the following:

- Provide the Department with a copy of any revisions to the ordinance adopting this code.
- Notify the department, in writing, immediately of any personnel changes to inspection staff.
- Notify the Department, in writing, at least 30 days prior to the date upon which the appointed agent intends to relinquish the responsibilities assumed under this section.

The Department will periodically monitor municipalities and request activity reports to ensure that the delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification and attend agency-approved continuing education to maintain their certification.

In accordance with 2017 Wisconsin Act 198, the Department will be implementing a five-year electronic renewal process. Please continue to monitor department correspondence as further details regarding this process are communicated.

If your municipality decides to relinquish jurisdiction, please follow the provisions of Wis. Admin. Code § SPS 361.60(2)(b)4 by providing the Department with a 30-day notice prior to the day upon which your municipality intends to relinquish jurisdiction.

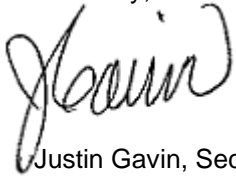
I understand that the primary enforcement contact for your municipality, Todd Dolan with All-Croix Inspections, has the proper certification to do so.

For your convenience, I am providing a link to the Department's Delegated Agent Welcome Packet. This packet contains links to the Wisconsin Administrative Code, plan review application, submission and inspection checklists, sample letters, petition for variance application, and a list of FAQs that may be helpful in your new delegated agent role. <https://dsps.wi.gov/Documents/Programs/CommercialBuildings/WelcomePacket2020.pdf>

Our commercial building inspector for your area, Joe Merchak, at (715) 821-1928, will be contacting your primary code official in the near future to discuss transitional and coordination items.

The Division of Industry Services looks forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Justin Gavin". The signature is fluid and cursive, with the first name "Justin" being more prominent than the last name "Gavin".

Justin Gavin, Section Chief, Commercial Buildings

cc: Garry Krause, Bureau Director, Technical Services Bureau
Joe Merchak, Commercial Building Inspector, Field Services Bureau
Todd Dolan, All-Croix Inspections